

## **CITY OF BURBANK**

### **CHIEF ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR**

#### **DEFINITION**

Subject to administrative determination of policy, to implement department-wide goals; perform varied administrative work, manage projects; supervise the department's divisions; act in the absence of the Community Development Director; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Directs, plans, and implements department activities and other assigned projects; develops and recommends goals and objectives; supervises, trains, and evaluates employees; develops and reviews special studies, analyses, and research projects; oversees and manages projects; makes recommendations regarding hiring, promotions, and transfers; meets with and makes presentations to professional and public groups, the City Council, boards, commissions, and committees; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the principles and practices of urban planning, urban transportation, and building construction methods; personnel management and supervision.
- Ability to - analyze problems and develop solutions; coordinate, supervise, and evaluate the work of others; communicate effectively, both verbally and in writing; make oral presentations; establish and maintain effective working relationships with City officials, supervisors, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's degree in urban planning, public administration, or a related field, and five years of progressively responsible experience in urban planning, urban transportation, and building construction, including two years in a responsible supervisory or management capacity. A Master's Degree in planning or public administration may be substituted for one year of the required experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.